

City of Roswell, NM
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October 15, 1992

TO: All Employees

FROM: John E. Capps, City Manager

RE: Policy on Drug-Free Work Place

It is the policy of the City of Roswell to provide and maintain a drug-free work place. Our policy is as follows:

- A. Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.
- B. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on City facility, City property, in City vehicles, and City job sites at any time or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, in accordance with the Personnel Rules and Regulations.
- C. The City recognizes drug dependency as an illness and a major health problem. The City also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to contact the Safety or Human Resources Department for assistance through our insurance plan. Conscientious efforts to seek such help will be confidential, and will not be noted in any personnel record.
- D. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City of Roswell business. A report of conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Work Place Act of 1988).